Approved For Release 2006/09/14 : CIA-RDP83-00058R000100160019-9

SPECIAL BULLETIN

OFFICE OF TRAINING

No. 22-74 30 July 1974

To: All Training Officers of the Agency

MORE EFFICIENT USE OF LANGUAGE TRAINING RESOURCES

1. The Language Learning Center, facing limitations on personnel and budget, is obliged to modify several aspects of language training programs conducted within the Agency.

2. The principal step in this connection will be to restrict enrollment in full-time language training to the dates published in the OTR Schedule of Courses. In some languages, such training is offered several times a year, in others only once or twice annually. Training officers and supervisors throughout the Agency are urged, therefore, to undertake long-term planning of language training, avoiding the practice of enrolling personnel in programs shortly prior to PCS assignments.

3. Steps also will be taken to conduct classes at full enrollment -- six students -- whenever a reasonable homogeneity among the students makes this possible. Should there develop instances in which our instructional resources are insufficient to meet the demand, preference will be given to students assigned to, or preparing for, language designated positions.

4. The Center's ability in the future to provide full- or part-time tutorial training will be severely circumscribed, every effort will be made to continue off-site training of personnel in sensitive status on an ad hoc, reimbursable basis.

5. Part-time language classes conducted at the Chamber of Commerce Building will be scheduled to suit the convenience of students and their components to the extent possible; however, these generally will have lower priority than full-time classes. Part-time classes conducted at Headquarters during duty hours will be resumed in September 1974 in accordance with the published schedule.

(Over, please)

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6. The Before-and-After-Hours Language Training Program has been terminated, as announced in OTR Special Bulletin 16-74, 26 June 1974.

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